



# PATERSON PUBLIC SCHOOLS

Division of Early Childhood & Special Programs

90 Delaware Avenue

Paterson, New Jersey 07503

Office: (973) 321-0433

Fax: (973) 321-0455

Email: [speron@paterson.k12.nj.us](mailto:speron@paterson.k12.nj.us)



**Donnie W. Evans, Ed.D.**  
State District Superintendent

**Susana Peron, M.A. M.Ed**  
Assistant Superintendent



**T0:** The Division of Early Childhood Education & Special Programs' Staff  
**FROM:** Susana Peron, Assistant Superintendent  
**DATE:** October 16, 2013  
**RE:** *Policy No.3322 Telephone Use for Teaching Staff Members*

In the world today, technology plays a huge role in our lives. There are smart phones, lap tops, desktops, iPods, iPads, etc. and all of these gadgets are utilized to communicate with the world. All of these gadgets and tools serve a purpose and add to the learning environment. But we must be mindful on how and when we use them.

Please reflect on your means of communication and your preferred use of technology. I am seeing and hearing that many staff members spend a great portion of their day writing emails and making phone calls to classroom teachers with the expectation that Teachers should answer and respond to their calls and / or emails immediately.

Staff that is outside of a school building and classroom should not be making phone calls or writing emails during the core instructional portion of the day. There are designated times in a teacher's schedule (Preparation periods, lunch and or break time) to do this. All Central office staff calling a school should initially call the office and speak to the school secretary. No requests or calls should be phoned directly into a classroom teacher's phone; and email is to be answered in a timely fashion not immediately. Teachers should be teaching in their classrooms and all other certificated staff should be working on supporting or servicing students during the appropriate time allotments. Students should be engaged in learning activities at all times.

**Please review district policy #3322 and refrain from calling a teacher during instructional time.**

Thanking you in advance for your cooperation and understanding, I remain.

SP/mr

C: Eileen Shafer, Deputy Superintendent; Aubrey Johnson, Assistant Superintendent, Unit I  
Lori Harvell, Principal, St. Mary's In-district Preschool Center, Raul Guzman, Newcomers Interim Principal -School #11  
Program Directors & Supervisors/Central Office  
School Based Supervisors

***"Our Children, Our Future"***